

Quick Reference Guide - Version 3.0

Application for Compensation - Enter the hearing date, time and location when prompted

Note: Docket this Event **for Trustees and/or Their Professionals**

Step	Action
1	Click on Bankruptcy > Motions/Applications .
2	Enter the case number - click Next .
3	Verify case number and debtor name(s) - Select Compensation - click Next .
4	Bypass the Joint Filing with other Attorney(s) screen - click Next .
5	At Select the Party screen highlight the desired party or Add/Create New Party <ul style="list-style-type: none"> Type party's name in Last/Business name field - click Search Highlight name from Party Search Results - Select Name from List - update information on Party Information screen - select Role - click Submit If no match is found - Create New Party Type information in appropriate fields - choose Role - click Submit At Select the Party screen the creditor should be highlighted - click Next.
6	At attorney/party association screen, check box for correct association - click Next .
7	Was a Hearing Notice Filed with This Motion? Type "Y" - click Next .
8	Click Browse on Select the PDF Document screen to locate and verify the document you wish to attach to this entry. Click Open to attach the correct PDF - click Next .
9	Please Note: Docket This Event Only for Trustees and/or Their Professionals - click Next .
10	Enter Fee and Expense requests in the applicant's text boxes and change Type to appropriate profession; Enter Hearing Information - click Next .
11	Verify Docket Text and Modify as Appropriate - continue docketing - The Notice of Electronic Filing screen appears and your transaction is complete.
12	File the Motion to Waive Notice and Hearing by selecting the event "Waive Notice and Hearing" found under Bankruptcy > Motions/Applications .
13	Send the Form Order to CMOrders@vawb.uscourts.gov for processing.